

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1227 **TITLE:** LEGAL RECORDS/SERVICES MANAGER **GRADE:** S-22

DEFINITION:

Under direction, to direct the operations of a major clerical branch of the Circuit Court or the Police Department, i.e., Land Records, Court Services, or Public Services in the Circuit Court and Central Records in the Police Department; to oversee all assigned functional areas; and to do related work as required.

TYPICAL TASKS:

Circuit Court

Directs and coordinates the activities of a major branch of Circuit Court, with oversight responsibility for several sections performing specialized functions;
Directs the processing of land transactions, civil and criminal cases, appeal cases, cashiering, various public service functions, etc.;
Oversees the preparation of comprehensive activity reports;
Performs long-range planning and analysis;
Serves as a resource person providing interpretation and explanation of complex legal or procedural matters;
Functions as a liaison between the Clerk's Office and the State Supreme Court, Commonwealth's Attorneys, County Attorneys, local jurisdictions' administrative offices, private law firms, and the public;
Reviews, analyzes, and recommends changes to the Code of Virginia;
Drafts policy statements for the Clerk of the Circuit Court's approval and prepares a synopsis of new regulations for publication in local Bar Association newsletters and periodicals;
Formulates branch policies;
Prepares and monitors the branch budget;
Performs various personnel duties, e.g., employee selection, training, discipline, and performance evaluation;
Develops public relations programs as required.

Police Department

Directs and coordinates the activities of the Police Central Records Section, with oversight responsibility for several sections performing specialized functions;
Supervises the processing of criminal warrants and various police reports;
Performs long-range planning and analysis;
Monitors compliance with and interprets Federal, State and County laws pertaining to the Freedom of Information, Privacy and Security Acts in releasing criminal history records/information;
Functions as a liason with the Cooperative Computer Center, the Circuit and General District Courts, the State Criminal Justice Services Commission and other law enforcement agencies with respect to record keeping and information dissemination;

Reviews, analyzes and recommends changes to the Code of Virginia;
Ensures the quality of documents submitted and entered into the on-line computerized records system and ensures the efficiency of the system;
Formulates section policies and procedures;
Prepares and monitors section budget;
Performs various personnel duties, e.g. training, discipline, and performance evaluation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the functions of the assigned branch and/or court procedures;
Knowledge of the Code of Virginia and regulations relating to the branch;
Knowledge of the principles of human resource management;
Knowledge of modern office management, practices, and equipment;
Skill in directing and coordinating the varied and specialized activities of a large staff;
Skill in oral and written communications;
Ability to interpret complex rules and regulations to subordinate staff;
Ability to resolve problems and work with the public.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in government, public administration, business administration, pre-law, or a related field; plus two years of progressively responsible paraprofessional or technical legal experience, preferably in the appropriate Circuit Court or Police area, including one year of experience supervising a group of clerical and technical employees engaged in the processing, preparation, and maintenance of legal documents.

REVISED: 11/10/89
APPROVED: 1/6/86